

# Instructions for Completing the Meal Collection Form

**Use a separate Meal Collection Form for each meal.**

**Complete the form on the day the meal is served.**

**Do *not* record a la carte items.**

## **TO COMPLETE THE FORM:**

1. Record school district and agreement number.
2. Circle the meal served: breakfast or lunch.
3. Record the grades served.
4. Record the date and circle the day the meal was served.
5. Record the total number of students served.
6. Record each meal item on a separate line. **Include a complete description of the food.**  
*Example: canned pears in light syrup, chili, saltine crackers, raw carrots, canned whole kernel corn, peanut butter cookie, etc.*
7. Use the Recipe Collection Form to record each of the recipes recorded on the Meal Collection Form.
8. If a student can choose a food item from two or more foods offered, list each of the foods offered on a separate line. Write the word “**OR**” on the blank line between the choice items.
9. Record the serving size or weight of each meal item. *Example: ½ cup, 1.8 oz., or 6 nuggets.*
10. Record the number of students served for each item.
11. For each Menu Item listed, indicate with a check (%) whether any or all of the following apply: USDA Commodity, Recipe or Nutrition Label.
12. Be sure to send a Recipe Collection Form and Nutrition Label, if needed, for the checked menu items on the Meal Collection Form.
13. Record the number served of each type of milk (2%, 1%, chocolate). Also, include the total number of all milk served.
14. Use additional pages as needed.